Alabama DEPARTMENT OF **ARCHIVES & HISTORY**

ESBCO RESEARCH ROOM INTERNSHIP

The Alabama Department of Archive and History is seeking undergraduate and graduate student applicants for a summer 2023 project internship in the EBSCO Research Room. This project internship will consist of working closely with Reference staff on different projects over the course of the entirety of the internship. These projects will include handling archival material, scanning, indexing, assisting in creating presentations, researching, and interpreting primary source material. The internship will provide the intern will knowledge of how to properly handle and care for archival material. Students with an interest in research, reference work, and archival materials are encouraged to apply. Applicants need to be comfortable working with the public and original materials. <u>Applicants will need to be about to bend, reach, and lift boxes weighing up to 40 pounds.</u>

Applicants are not required to have previous public history or archival field experience. It is preferred for applicants to be interested in history, public history, library science, archival studies, or related topics, however it is not required.

Duration: May – July 2023
Academic Level: Undergraduate and/or Graduate Student
Location: Alabama Department of Archives and History
            624 Washington Avenue
            Montgomery, Alabama 36130
Hours: 20-35 hours weekly
Schedule: Flexible

HOW TO APPLY

To apply for the internship, submit an ADAH Summer Internship cover sheet, state application form, resume, cover letter, unofficial transcript, and reference letter by a professor or academic advisor by **March 1, 2023**. All paperwork should be sent to Krystle Scott at krystlem.scott@archives.alabama.gov OR to the Alabama Department of Archives and History, Attention: Krystle Scott, P.O. Box 300100, Montgomery, AL, 36130.

Application form: https://personnel.alabama.gov/Downloads/StateApp.pdf
Internship Cover Sheet: https://archives.alabama.gov/about/docs/internship_cover_sheet.pdf